



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASSIFICATION:** Office Assistant (General)  
**TENURE:** Limited Term – 12 months  
**TIME BASE:** Full-Time  
**SALARY:** \$2115 – \$2910

### **DESCRIPTION OF DUTIES:**

Under the general supervision of the Staff Services Manager I, performs a wide variety of clerical functions involving a high degree of initiative and independent judgment, the evaluation of complex situations and taking appropriate action.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS**

- Acts as receptionist and is the first point of contact for visitors to the Executive Office; receives, screens and announces all visitors and telephone calls which involves sensitive, high level public contact; researches information and answers a variety of inquiries, giving information to the public and other governmental agencies which requires a thorough understanding of the STO as a whole; keeps front reception area tidy and organized; stamps, logs, reviews and distributes mail, reviews office invoices and routes appropriately for approval and signature; maintains schedule for conference rooms and conference call lines; receives faxes electronically and directs to staff.
- Updates and maintains the reception office procedures manual; assists with STO subscriptions and renewals; acts as attendance clerk for the office.
- Assists with equipment/service requests and supply orders, providing necessary information for compliance with meeting post-consumer recycling purchasing goals; responsible for monthly toner inventory and replenishment.

### **DESIRABLE QUALIFICATIONS:**

- Excellent interpersonal and communication skills.
- Ability to manage multiple projects simultaneously, including exercising judgment to prioritize competing demands.
- Ability to establish and maintain cooperative relationships with those contacted.
- Ability to recognize problems and take action to correct them.
- Ability to communicate effectively, both orally and in writing.
- Professional demeanor and flexibility in the face of frequently changing circumstances.
- Good attendance.
- Neat personal appearance.

**Conditions of Employment:**

Fingerprinting and Background Check are required.

**Who Should Apply:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as an **Office Assistant (G)**. Should you have any questions, please visit [www.jobs.ca.gov](http://www.jobs.ca.gov).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide proof of meeting the educational requirements of the classification you are applying for (i.e., college degree or transcripts of completed number of units or showing degree obtained). Also, list "OA (G) 820-100-1441-001" on your application/resume.**

**Final Filing Date:**

State applications will be accepted **July 24, 2015**. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

**Submit Applications To:**

Michelle Bell  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**If You Have Any Questions, Please Call:** PUBLIC (916) 653-3100 CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. STO complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.

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07/07/15